

Notice for Professional Services

The City and County of Honolulu's Department of Customer Services is seeking a qualified consultant to provide professional services for the following FY11 Project: Review, Update, and Develop the City's Records Management and Retention Policies, Procedures, and Schedules.

Specifically, professional services are required to:

1. Review and assess existing City plan to review, update and develop the City's Records Management and Retention Policies, Procedures, and Schedules.
2. Review, inventory and assess existing City physical, audio, video and electronic records, and management policies and retention schedules.
3. Update the City records retention schedules to insure compliance with any pertinent legally-mandated retention periods.
4. Develop policies and procedures for records management.
5. Make recommendations regarding retention of records in physical, audio, video and electronic form.
6. Assist with development of procurement specifications for selection of contractor to assist with the digitization of hardcopy to electronic records.

Any organization that is interested in being considered in providing these services should submit the following Statements of Qualifications:

1. The name of the firm or person, the principal place of business, and the location of all its offices;
2. The age of the firm and its average number of employees over the past 5 years;
3. The education, training, and qualifications of key members of the firm and project team;
4. Experience level with public entities;
5. The names and phone numbers of up to five clients who may be contacted including government organizations; at least two of whom services were rendered in during the preceding year;
6. The project team's understanding of the project requirements, project scope and project approach including a proposal, schedule and deliverables to be achieved at the end of the project; and
7. Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria in descending order of importance:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time; and
4. Any additional criteria determined in writing by the selection committee to be relevant to the purchasing agency's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts.

Statements of Qualifications from interested firms shall be submitted with one (1) original, two (2) paper copies and one (1) electronic copy by February 22, 2011; no later than 4:30 p.m., Hawaii Standard Time, to:

Customer Services Department
Public Communications Division
Mission Memorial Building, 1st Floor
550 South King Street
Honolulu, HI 96813
Attn: Cary Kato

Any inquiry regarding the project should be directed to Cary Kato, Acting Public Communications Administrator, at e-mail address ckato@honolulu.gov.



For WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu *Wk*

Ad Date: FEB - 4 2011